

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 11-136

OPEN TO:	All Interested Candidates	OPENING DATE:	August 26, 2011
POSITION:	Information Clerk (Audio Visual)	CLOSING DATE:	September 08, 2011
GRADE:	FSN-6; FP-08*		
POSITION NO:	I-73291		
WORK HOURS:	Full-time; 40 hours/week		
SALARY:	*Not-Ordinarily Resident: US\$35,753 p.a. (Starting salary) (Position Grade: FP-8 to be confirmed by Washington) *Ordinarily Resident: FSN-6, Rs.562, 582 p.a. (Starting salary) (Position Grade FSN-6)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of Information Clerk (Audio Visual) in the Public Affairs Section.

BASIC FUNCTION OF POSITION:

Incumbent of this position operates and maintains Embassy video camera and associated audio and lighting equipment .In the absence of the Information Assistant, or as and when required, assists him in mixing and editing of USG produced radio and TV programs, for local placement. As and when required, assists A/V technician in providing A/V support to mission program activities. Performs voice over as needed in Urdu, radio and TV programs. Edits and prepares audio-track for Urdu versioning of video documentaries and synchronizes audio and video track of TV program tapes, daily AETN "News File" stories and other video programs for placement on the local electronic media. Selects stories of interest from the daily Washington File and ensures delivery to local networks. Monitors placements and/or collects placement results from radio and television channels for preparing the first draft of a weekly electronic-media placement report sent to the public diplomacy in Washington. Serves as back-up video editor and Embassy still photographer. Performs other related duties as assigned by the supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

6. **EDUCATION:** Completion of ten years of education is required.
7. **EXPERIENCE:** One year experience in the television news industry as videographer is required
8. **LANGUAGE:** Level III (Good Working Knowledge) Speaking/Reading/Writing of English and Level IV (Fluent) Speaking/Reading/Writing is required. This may be tested.
9. **KNOWLEDGE:** Working knowledge of the host country's media, political, economic, social and educational structure; political parties and key figure in the mass media. Working knowledge of PAS programs and media techniques and of the specific programs or media to which assigned.
10. **ABILITIES & SKILLS:** Ability to initiate working-level contacts in media and government, to interpret the needs of higher grade staff members for informational materials and coverage of news events etc .Ability to adapt, translate, and write informational materials in English and Urdu. Ability to utilize electronic dubbing, editing and audio/visual equipment. Specialized training in TV and /or film program production is advantageous.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

9. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
10. Current employees serving a probationary period are not eligible to apply.
11. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
12. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
13. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
14. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
15. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
16. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly-filled/completed [DS-174](#) (Application for Employment as LE Staff). Applications will be accepted by e-mail submission only at HROIslamabad@state.gov, the Vacancy Announcement Number (e.g. 11-15) must be mentioned in the subject line.

Please don't attach any documents to your application. Incomplete and submissions after closing date will not be considered. Only short-listed candidates will be contacted for their test/interview. To see all advertised positions, please visit the Embassy Web site http://islamabad.usembassy.gov/employment_opportunities.html. Only short-listed candidates will be contacted for their test/interview.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: September 08, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.